

County of Yellowstone

Class Specification

Class Title	Booking Clerk
Class Code Number	5080
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Conducts prisoner intake and release processing and documentation; does related work as required.

Distinguishing Features of the Class

This is highly responsible clerical and administrative support work involving the booking and releasing of inmates of the County's detention center. The work is performed under the general direction and supervision of the Detention Sergeant but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the Detention Captain, Detention Lieutenant, Detention Sergeants, Detention Officer, nurses, law enforcement and emergency response personnel, inmates and facility visitors. Because the work is performed in close proximity with detained inmates convicted of felony crimes, the work involves an element of personal danger.

Examples of Essential Work (Illustrative Only)

- Performs intake booking and release duties such as fingerprinting, mug shot photography, supervising intake showering and dressing in county approved uniforms and preparing inmates for transportation;
- Types, enters data, organizes, maintains and ensures confidentiality and proper disposition of inmate files;
- Answers and refers information requests from the public, inmate family and friends and the media;
- Maintains roster of inmates including detention location, release dates and personal information;
- Performs strip searches of inmates when requested by supervisors and law enforcement personnel;
- Sells hygiene kits to inmates and documents cash and indigent transactions;
- Inventories, documents and provides secure storage for inmate personal property;
- Releases personal property to proper parties and documents the transaction;
- Participates with Detention Officers in escorting and controlling inmates as requested;

- Reviews and coordinates inmate correspondence with authorities concerning release date verification, money account balances and court schedules;
- Coordinates inmate requests for medical , ministry and legal services;
- Responds to and documents inmate requests for goods and services or refers requests to proper agencies;
- Receives, screens and sorts inmate mail;
- Schedules inmates for transport and coordinates transportation with other law enforcement personnel;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of inmate intake and release policies, procedures and techniques;
- Thorough knowledge of detention facility operations, safety and practices;
- Thorough knowledge of general office practices, procedures and equipment;
- Thorough knowledge of business arithmetic, English composition and spelling;
- Ability to type and make computer data entries at a reasonable rate of speed;
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
- Ability to handle a wide variety and high volume of complex clerical, detention and administrative support tasks concurrently while under the pressure of fixed time lines and in an atmosphere of personal danger;
- Ability to communicate well with the Detention Captain, Detention Lieutenant, Detention Sergeants, Detention Officer, nurses, law enforcement and emergency response personnel, inmates and facility visitors, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other County employees, supervisory personnel, inmates and facility visitors;
- Ability to prepare accurate and reliable reports containing findings, bookkeeping data and confidential and inmate control information;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of clerical, detention and administrative support tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of personal danger;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from a high school; and
- Considerable experience providing clerical and administrative support in a detention or similar

- facility; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

<p>Required Special Qualifications</p>

None.

<p>Essential Physical Abilities</p>
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- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to elicit and document information from people from a wide variety of socio-economic backgrounds and communicate well with supervisors, employees, law enforcement personnel, inmates and facility visitors;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to log and document personal items, monitor for suspicious activities and conduct searches of individuals and personal property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate general office equipment, radios and detention facility safety controls;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to monitor and control inmate activities, move personal property, monitor inmate activities and take self-defense action as required;

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